



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

July 23, 2007

OSRAP MEMORANDUM 08-03

TO: Fiscal Officers
All State Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Correction of Low Dollar Order Amount

There is an error in the information provided in OSRAP Memo 07-17. On page 5 of the memo it states:

You may NOT process FY08 LDOs above \$500.00. It should state:

You may NOT process FY08 LDOs above \$1,000.00.

Governor Blanco's Executive Order KBB 07-10 states "except as otherwise provided in this Order, all small purchases shall be made in accordance with the following minimum procedures: No competitive process is required for purchases not exceeding one thousand dollars (\$1,000) per single purchase transaction."

This Executive Order had the effect of raising the Low Dollar Order limit to \$1,000.00 for allowable purchases. Agencies should refer to the State Purchasing Regulations for the definition of allowable purchases.

If you have any questions, please contact the OSRAP Help Desk at (225) 342-1097.

AA:dl

C: Mr. Randall Walker
Mr. Gary Hall
Ms. Jena Cary
Mr. Ray Stockstill
Mr. Barry Dusse
Ms. Denise Lea
Ms. Susan Smith
Ms. Pat Cane